



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**COMMISSIONER'S OFFICE**  
SUITE 700, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
(615) 741-2848

**WILL REID**  
COMMISSIONER

**BILL LEE**  
GOVERNOR

**LETTER OF AGREEMENT:  
DIRECT APPROPRIATION GRANT  
FOR GOVERNMENTAL ENTITIES**

Date: 07/17/2025

To: **Paul W. Montgomery, Mayor**  
**City of Kingsport**  
**415 Broad Street**  
**Kingsport, TN 37660**

From: **Will Reid, Commissioner**

The State's budget for the fiscal year beginning July 1, 2025, includes a direct appropriation grant payable to your organization.

This appropriation is in addition to any other funding or appropriation provided to you by the State of Tennessee. Section 61, Item 25, of the 2025 Appropriations Act reads as follows:

**Section 61, Item 25    Transportation - City of Kingsport - used as                      \$500,000**  
**matching funds for a TDOT grant to construct a**  
**pedestrian bridge to provide safe access from**  
**Centennial Park to a new housing development**

If you choose to accept this award:

1. Sign this agreement (include your taxpayer identification number and a daytime phone number) in the space provided as your acceptance of the following terms and conditions:
  - a) If you fail to fulfill your obligations under this agreement, the State shall have the right to seek restitution, pursuant to the laws of the State of Tennessee, from you for payments made to you under this agreement.
  - b) Your records and documents, insofar as they relate to the performance of your obligations or to payments received under this agreement, shall be maintained in a manner consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A. 4-3-304 and applicable rules and regulations thereunder.
  - c) The funds received shall be placed in an interest bearing account until such time as they are needed for the purposes set out in the Appropriations Act. In the event that any portion of the funds is not expended, the unexpended portion plus any accrued interest shall be returned to the State.

- d) You must complete the attached Substitute W-9 Form and return it with this signed Letter of Agreement. You are responsible for and assume the liability for failure to provide the correct taxpayer identification number for IRS purposes.

2. Return to the State agency head the following materials together:

- a) This signed Letter of Agreement; and
- b) Substitute W-9 Form.

We encourage you to return these materials as soon as possible. The State is prepared to process this agreement and issue payment in a timely fashion, upon receipt of these materials.

If you should have any questions or comments or need any assistance responding to this request, please contact **Matt Burcham (615-532-4416)** [Matt.burcham@tn.gov](mailto:Matt.burcham@tn.gov)

Please retain a copy of this letter for your records. Payment status and accounting inquiries may be directed to the following staff of this department:

Kenitha Reed, Director of Finance (615-741-7773) [Kenitha.Reed@tn.gov](mailto:Kenitha.Reed@tn.gov)

Matt Burcham, Team Lead, Local Programs Community Investments, (615-532-4416)  
[Matt.Burcham@tn.gov](mailto:Matt.Burcham@tn.gov)

On behalf of the ***City of Kingsport, TN***, I hereby agree to the aforementioned terms and conditions.

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official's Name (please print)

\_\_\_\_\_  
Official's Title or Position

\_\_\_\_\_  
Daytime Contact Phone Number

\_\_\_\_\_  
Federal Taxpayer Identification Number